



COUNTY OF LOS ANGELES
invites applications for the position of:

CHIEF, EMPLOYEE RELATIONS COMMISSION

SALARY: \$7,297.44 - \$11,045.28 Monthly
\$87,569.28 - \$132,543.36 Annually

OPENING DATE: 03/25/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

The Chief, Employee Relations Commission is responsible for participating in and managing administrative, research, and operational support for the Employee Relations Commission (ERCOM). This requires a comprehensive knowledge of labor laws and processes including labor relations rules and procedures. Assignments require the incumbent to research and analyze ERCOM, State of California Public Employee Relations Board, and National Labor Relations Board rules and decisions, and make recommendations on factual and legal issues pending before the Commission.

This is an unclassified position. Interested individuals must apply as directed in the brochure.

To download the brochure, click [here](#).

To view and print a copy of the brochure for this position, you must have [Adobe Acrobat Reader](#) installed on your computer.

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR

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Employment Information

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IT CLEARLY SHOWS YOU MEET THESE

REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHO_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who

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b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying,

originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at:

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downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

<http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #UC-031
CHIEF, EMPLOYEE RELATIONS COMMISSION
WD

Los Angeles, CA 90010

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH

Children's Countywide Services Division

**TRANSFER OPPORTUNITY
CLINICAL PSYCHOLOGIST II**

The Children's Systems of Care, Countywide Services Division is seeking an energetic and experienced clinician for the **SPECIALIZED LINKAGE SERVICES UNIT**. This position is located at 600 S. Commonwealth, Los Angeles, CA 90005 and includes field assignments to psychiatric hospitals, foster and group home placements, visitations for Child and Family Team Meetings. As a member of this team, your duties may include, but are not limited to the following:

- Moderating discharge planning teleconferences in collaboration with DCFS and Probation for psychiatrically hospitalized youth
- Performing liaison tasks for various psychiatric hospitals, both within Los Angeles County and possibly neighboring counties by monitoring all psychiatric hospital admissions and discharges of Los Angeles County Medi-Cal recipients
- Participating in case consultations with hospital staff, service providers and colleagues
- Linking to, and ensuring engagement in, appropriate mental health and adjunct services
- Providing follow up services to evaluate quality of current mental health services to assist with decreasing the frequency of recurrent psychiatric hospitalizations
- Troubleshooting barriers to appropriate hospitalization for minors placed in emergency rooms and adult facilities
- Actively participate in the planning and implementation of a Child and Family Team pilot project

Required qualifications are as follows:

- Experience providing direct clinical services to children and families that are DCFS-involved
- Experience performing case management and linkage duties
- Experience completing DMH documentation in a manner that is consistent with Medi-cal guidelines
- Experience documenting clinical data in the Integrated Behavioral Health Record System (IBHIS)

Desirable qualifications include:

- Familiarity with the Katie A. Settlement Agreement and its related initiatives
- Ability to function as an integral part of a multidisciplinary team
- Ability to work independently and with minimal instruction
- Flexibility and adaptability with regard to diverse work assignments

All interested and qualified candidates who currently hold a payroll title of CP-II, please send your resume, last two Performance Evaluations and Master Time Cards for the last two years to the attention of Karmen Aghakhani **via fax: (213) 252-0230 or via email: kaghakhani@dmh.lacounty.gov**. The deadline for submitting documents is **April 8th by 4:00pm.**

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 2
Valley Coordinated Children's Services in Reseda, CA**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

Clinical Psychologist I or II

Valley Coordinated Children's Services is a child and adolescent crisis intervention and intensive outpatient mental health clinic located in the San Fernando Valley with an opening for a Clinical Psychologist I or II. The Clinical Psychologist I or II works as part of an interdisciplinary team to stabilize, diagnose, treat, and advocate for youth and families who present in acute crisis.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Function as the On-Duty Therapist to receive incoming crisis calls and provide crisis assessment services
- Provide intensive outpatient mental health treatment services including crisis intervention and stabilization services
- Engage with client and family members to include them all in a cooperative treatment process, provide psycho-education, imbue hope, and generate a clinical and diagnostic picture of their needs.
- Maintain client charts, complete initial assessments & keep up with heavy and detailed DMH documentation requirements
- Maintain a caseload
- Provide case management
- Advocate for clients within systems such as schools, DCFS, Regional Center, etc.
- Link and connect consumers to viable and appropriate resources.

DESIREABLE QUALITIES:

- Training, experience & skills in the treatment & diagnosis of children and adolescents
- Training, skills & experience in psycho-diagnostic evaluation of children & adolescents.
- Experience working effectively within a multi-disciplinary team;
- Ability to be flexible with evolving programs and work duties;
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies and consumer partners;
- Ability to problem solve while working under pressure.
- Bilingual in Spanish/English desirable, not required

Individuals currently holding the title of Clinical Psychologist I or II or who are currently on a Clinical Psychologist I or II certification list are encouraged to submit their resume to the address below. Please submit resume and Performance Evaluations for the last 2 years.

Fax or Email information to: Stacy Becker, Psy.D.

sbecker@dmh.lacounty.gov

Phone number: (818) 708-4500 *** Fax number: (818) 654-1956



COUNTY OF LOS ANGELES
invites applications for the position of:

DEPARTMENTAL CIVIL SERVICE REPRESENTATIVE

SALARY: \$5,900.28 - \$7,738.56 Monthly
\$70,803.36 - \$92,862.72 Annually

OPENING DATE: 03/30/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



EXAM NUMBER:
R1881G

FIRST DAY OF FILING:
APRIL 4, 2016
at 8:00 a.m. (PST)

**FILING WILL BE SUSPENDED AFTER THE FIRST 150 APPLICATIONS ARE RECEIVED
OR ON FRIDAY, APRIL 8, 2016 BY 5:00 p.m. PST, WHICHEVER OCCURS FIRST.**

THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.

TYPE OF RECRUITMENT:
Open Competitive Job Opportunity
(OPEN TO THE PUBLIC AND MEET THE QUALIFYING REQUIREMENTS)

DEFINITION:

Represents departmental management as an advocate before the Civil Service Commission.

CLASSIFICATION STANDARDS:

Positions allocable to this class are found in line departments and report to a Head Departmental Civil Service Representative or higher level personnel position. Departmental Civil Service Representatives are responsible for independently investigating, preparing, and presenting cases involving all departmental actions which may be appealed to the Civil Service Commission. Positions are also responsible for reviewing and approving proposed departmental disciplinary actions to ensure such actions are appropriate, are in compliance with departmental and County policies relating to discipline, and have sufficient basis for defense in the event the action is appealed to the Civil Service Commission. Incumbents must possess a thorough knowledge of departmental and County policies and procedures related to discipline, relevant case law involving disciplinary actions and discrimination matters, and the procedures of civil service hearings sufficient to serve as a departmental advocate. Incumbents must also possess the ability to write and speak persuasively in order to present written and oral arguments before the Commission, departmental management, and opposing counsel.

ESSENTIAL JOB FUNCTIONS:

- Analyzes, researches, formulates, recommends, and administers departmental policies, procedures, rules, and regulations related to discipline, relevant case law involving disciplinary actions, rules of evidence, administrative law, and civil and criminal procedure.
- Handles discrimination matters that require prompt and sufficient action to mitigate liability exposure to the County.
- Serves as a consultant to departmental managers in establishing and reviewing departmental disciplinary policies, preparing and documenting performance evaluations, counseling managers on techniques for correcting specific behavior or performance problems, ensuring appropriate application of Civil Service Rules and Employee Relations agreements, ensuring letters (e.g., disciplinary, discharge, reduction and suspension) are consistent with applicable policies, procedures and guidelines, recommending modifications of proposed departmental actions, and reviewing negative performance evaluations to ensure such evaluations are properly documented and supported.
- Conducts directed investigations, reviews, prepares, and researches fact finding on matters arising from Skelly meetings, grievances, and/or third party investigative reports.
- Reviews, advises, and/or prepares proposed corrective action letters, including but not limited to letters of discharge, reduction, and suspension to ensure the department is consistent with applicable regulations, policies, procedures, and to ensure proposed actions have a sufficient basis for defense.
- Works with management and/or employee relations to enter into stipulated agreements and settlements that are in the best interest of the department.
- Prepares, reviews, and evaluates a variety of documents (e.g., narrative reports, correspondences, settlement proposals, etc.) using a personal computer and appropriate software programs and using standard English (e.g., grammar, structure, punctuation, usage, etc.) in order to communicate pertinent information to all relevant parties.
- Prepares and presents cases for Civil Service or Employee Relations Commissions by interviewing witnesses, assembling evidence, analyzing information, developing a strategy of presentation, preparing briefs, motions, and oral arguments, and examining and cross examining witnesses.
- Testifies before the Employee Relations and Civil Service Commissions or other formal administrative proceedings as needed.

REQUIREMENTS:

SELECTION REQUIREMENTS:

OPTION I:

One year of experience performing technical human resources responsibilities at the level of Senior Departmental Personnel Technician* or Human Resources Analyst II**.

OPTION II:

One year of experience preparing and presenting cases*** involving employee discipline before an impartial third party.

OPTION III:

Graduation with a Juris Doctor degree or its equivalent from a law school accredited (see Employment Information under Accreditation Information) by the Committee of Bar Examiners or approved by the American Bar Association, or by the California State Council for Post-Secondary Education.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

*In the County of Los Angeles, Senior Departmental Personnel Technician performs the more difficult technical personnel work in a County department or supervises the day-to-day work of a small unit comprised of technical personnel and clerical staff of the personnel office of a medium-sized department.

**In the County of Los Angeles, Human Resources Analyst II conducts administrative studies and analyses of County personnel operations, and provides professional services to operating departments regarding administration of Countywide Human Resources programs, under general supervision.

***Prepares and presents cases for civil service hearings by interviewing witnesses, assembling evidence, analyzing information, developing a strategy of presentation, preparing briefs, motions, and oral arguments, and examining and cross examining witnesses. In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

NOTE:

In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from application submission.

IMPORTANT NOTES:

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION**.
- Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of two (2) parts:

PART I: A written test that consists of both computerized and paper-and-pencil components **weighted 50%**. The written test will measure reading comprehension; written expression; data analysis and decision making/mathematics; deductive reasoning, professional potential; achievement; independence; influence; confidence and optimism; and reliability.

- Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination.
- This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.
- **Only those candidates who pass the written test will be eligible to proceed to the Structured Interview (Part II).** Candidates who are unsuccessful on the written test will be notified by U.S. mail. Written scores cannot be given over the phone.
- **WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

PART II: A Structured Interview (SI) **weighted 50%** designed to assess knowledge of employment laws; interpersonal and communication skills; and work skills and productivity.

APPLICANTS MUST MEET THE SELECTION REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

- **No person may compete in this examination more than once every twelve (12) months.**
- Applications will be processed on an as-received basis and promulgate to the eligible register accordingly.

VACANCY INFORMATION:

The eligible register resulting from this examination will be used to fill vacancies in various County departments.

• **Region:**

- Antelope Valley (Palmdale/Lancaster)
- East (Montebello/Downey/South Gate/Whittier)
- Metro (Los Angeles/West Hollywood/Eagle Rock)
- San Fernando Valley (Burbank/Glendale/Northridge/Santa Clarita)
- San Gabriel Valley (Pasadena/Monterey Park/El Monte/Pomona)
- South (Inglewood/Compton/Willowbrook/Watts)
- South Bay/Harbor (Carson/Torrance/Long Beach/Hermosa Beach)
- West (Malibu/Santa Monica/Beverly Hills)

AVAILABLE SHIFT:

Any

APPLICATION AND FILING INFORMATION:

Applications must be filed **online only**. We must receive additional documents, if any, at the time of filing or within fifteen (15) calendar days from application submission. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Application filing will start on Monday, April 4, 2016 at 8:00 am, PST, and will be suspended after the first 150 applications are received, or on Friday, April 8, 2016, by 5:00 p.m., PST, whichever occurs first.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Dolly Batungbacal

Department Contact Phone: (213) 351-6471

Department Contact Email: dbatungbacal@hr.lacounty.gov

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b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

c. Your Social Security Number must be included for record control purposes.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213.

COUNTY OF LOS ANGELES

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Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

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Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security,

Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

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Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

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Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #R1881G
DEPARTMENTAL CIVIL SERVICE REPRESENTATIVE
DB

Los Angeles, CA 90010

DEPARTMENTAL CIVIL SERVICE REPRESENTATIVE Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

☐ I understand the above information and instructions.

- * 2. How many years of experience do you have performing technical human resources responsibilities at the level of **Senior Departmental Technician*** or **Human Resources Analyst II****?

***Senior Departmental Personnel Technician** performs the more difficult technical personnel work in a County department or supervises the day-to-day work of a small unit comprised of technical personnel and clerical staff of the personnel office of a medium-sized department.

****Human Resources Analyst II** conducts administrative studies and analyses of County operations, and provides professional services to operating departments regarding administration of Countywide Human Resources programs, under general supervision.

- ☐ 0 to less than 6 months
☐ 6 months to less than 12 months
☐ 12 months or more

3. If you have at least one (1) year of experience performing technical human resources responsibilities at the level of **Senior Departmental Personnel Technician*** or **Human Resources Analyst II****, please list the position you held and provide the following information:

- Payroll Title:
- Employer:
- Dates of Employment - **FROM**(mm/dd/yr)-**TO**(mm/dd/yr):
- Supervisor's Contact Information:
- Duties as (if County employee) or at the level of **Senior Departmental Personnel Technician*** or **Human Resources Analyst II****:

- * 4. How many years of experience do you have **preparing and presenting cases***** involving employee discipline before an impartial third party?

*****Prepares and presents cases** for civil service hearings by interviewing witnesses, assembling evidence, analyzing information, developing strategy of presentation, preparing briefs, motions, and oral arguments, and examining and cross examining witnesses.

- ☐ 0 to less than 6 months
☐ 6 months to less than 12 months
☐ 12 months or more

- * 5.

If you have at least one (1) year of experience **preparing and presenting cases***** involving employee discipline before an impartial third party, please list the position you held and provide the following information:

- Payroll Title:
- Employer:
- Dates of Employment - **FROM**(mm/dd/yr)-**TO**(mm/dd/yr):
- Supervisor's Contact Information:
- Duties in **preparing and presenting cases***** (involving employee discipline before an impartial third party):

- * 6. Do you have a Juris Doctor degree or its equivalent from a law school accredited (see Employment Information page under Accreditation Information) by the Committee of Bar Examiners or approved by the American Bar Association, or by the California State Council for Post-Secondary education?

☐ Yes

☐ No

- * 7. If you answered **YES** to Supplemental Question No. 6, please **ATTACH/UPLOAD** a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from application submission **AND** please provide the following information below:

- Required Degree or Equivalent from a Law School:
- College or University:
- Date Completed (mm/dd/yr):

* Required Question

COUNTY OF LOS ANGELES
invites applications for the position of:



Departmental Facilities Planner II

SALARY: \$6,706.92 - \$8,331.92 Monthly
\$80,483.04 - \$99,983.04 Annually

OPENING DATE: 03/24/16

CLOSING DATE: 04/25/16 05:00 PM

POSITION/PROGRAM INFORMATION:

Los Angeles County Parks and Recreation

Filing Dates: March 25, 2016, 8:00 am - April 25, 2016, 5:00 pm

Exam Number: D4112A

Type of Recruitment: Open Competitive OC

JOB TYPE: Permanent, full-time

DEFINITION:

Coordinates activities in connection with the planning, development, and execution of an extensive and on-going major building construction and alteration program and with master planning for long range facilities development for a large County department or institution.

CLASSIFICATION STANDARDS:

Positions allocable to this class are differentiated from positions of Departmental Facilities Planner I by their responsibility for participation in long range and master planning for the facilities they are charged with and by the size of the facilities acquisition or construction program. Positions at the Departmental Facilities Planner II level are further differentiated by either a high level of independence exercised in carrying out assigned duties or supervisory responsibility over lower level facilities planning positions.

ESSENTIAL JOB FUNCTIONS:

Confers with administrative and operating personnel regarding function, scope, and operational requirements of proposed buildings, or in connection with alteration requests in existing buildings, and gathers other pertinent information regarding space utilization needed to prepare program statements, justifications, and space layouts.

Conducts surveys and makes recommendations as to site requirements for new facilities and the suitability of available buildings or sites.

Prepares or supervises the preparation of requests for proposed capital projects and other construction or alteration projects, including leased properties.

Coordinates capital projects and other building or alteration projects, and represents the department's interests in contacts with the Chief Executive Office, the Department of Real Estate Management, city, State and Federal officials, community planning agencies, County and contract architects and engineers, contractors, lessors, equipment manufacturers, and personnel of involved agencies.

Determines or supervises the determination of space needs in terms of anticipated operational requirements, making projections and recommendations for intermediate and long range building expansion or alteration programs.

Approves plans and specifications prior to the start of construction, having ascertained that they are in conformity with the expressed needs of the department and in accordance with standards imposed by local, State or Federal agencies which participate financially.

Inspects or supervises the inspection of capital projects and other building or alteration projects during and after construction to ensure compliance with department's needs; evaluates proposed changes and makes recommendations.

Prepares and supervises the preparation of drawings, specifications, and estimates for building alterations and equipment installations which are to be carried out by County building craftsmen.

Makes preliminary cost estimates for major construction projects and ascertains that projects are kept

within budgetary limitations; approves change orders for additional work.

Prepares or supervises the preparation of applications to agencies which may participate financially in building projects and provides those agencies with technical or such other information and periodic reports as may be required.

Prepares or supervises the preparation of specifications for purchase of building equipment and evaluates bids received.

Expedites and coordinates delivery and installation of building equipment and ascertains that deficiencies are corrected during the warranty period.

Coordinates building and equipment maintenance, telephone moving, and miscellaneous related services incidental to primary responsibilities.

Represents special fund agencies to negotiate and recommend contract architects' fees and architectural services agreements and related documents outlining scope of projects and budget, which are submitted for approval to the Board of Supervisors.

Supervises a staff which participates in facilities planning and related services.

REQUIREMENTS:

SELECTION REQUIREMENTS:

TRAINING AND EXPERIENCE:

1) Two years' experience as a Departmental Facilities Planner I* -OR-

2) Graduation from an accredited college**** -AND- Four years' experience at the architectural associate level** in connection with the planning, development, design or coordination of major architectural building and alteration projects; , -OR-

3) Graduation from an accredited college**** -AND- four years' experience at the Los Angeles County class of Administrative Services Manager I level*** in connection with planning, environmental analysis or construction oversight analyzing and making recommendations for the solution of problems of major building projects exceeding \$1 million.

One additional year of the required experience may be substituted for each year of college in options 2 and 3.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job related essential functions.

PHYSICAL CLASS:

2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

ADDITIONAL INFORMATION:

Special Requirement Information:

* To qualify, applicants must have County status in the class, as evidenced by holding or having held such payroll title. **NO OUT OF CLASS EXPERIENCE WILL BE ACCEPTED UNDER THIS OPTION.**

** Experience at the level of an Architectural Associate refers to a job captain providing technical direction to architectural design drafting personnel; coordinating and preparing master plans, and schematic, preliminary, and complete working drawings for large complex projects.

*** Experience at the level of an Administrative Services Manager I refers to an individual who independently performs a full range of complex analytical assignments and analyzes and makes recommendations on complex issues which directly impact departmental programs and administrative operations.

Examination Content:

An oral interview covering training, experience, personal fitness and general ability to perform the essential duties of the position weighted 100%.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible list.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Vacancy Information

The eligible list for this examination will be used to fill vacancies in the Department of Parks and Recreation. The position is for permanent employment.

Available Shift: Any

Application and Filing Information:

APPLICATIONS MUST BE FILED ON-LINE. Applications submitted by U.S. Mail, FAX, or In-Person WILL NOT be accepted.

SPECIAL INFORMATION:

**** In order to receive credit for any degree such as a Bachelor's, or course work, you **MUST** include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within fifteen (15) calendar days from application submission.

NOTE: If you are unable to attach required documents, you may email them to jyee@parks.lacounty.gov within fifteen (15) calendar days of filing. Include the exam number and exam title in the subject line.

We must receive your application by 5:00 pm, PST, on the last day of filing.

Go to: <http://governmentjobs.gov/careers/lacounty> and search for "Departmental Facilities Planner II."

Fill out your application and Supplemental Questionnaire completely.

Provide relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. All information is subject to verification.

We may reject your application at any time during the selection process.

Department Contact Name: Jesse Yee
Department Contact Number: (213) 639-6357
Department Contact Email: jyee@parks.lacounty.gov
Teletype Phone: (213) 427-6118
ADA Coordinator Phone: (213) 738-2970
California Relay Services Phone: (800) 735-2922

COUNTY OF LOS ANGELES Employment Information

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Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has

Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #D4112A
DEPARTMENTAL FACILITIES PLANNER II
JY

Los Angeles, CA 90010

Departmental Facilities Planner II Supplemental Questionnaire

- * 1. If you are attempting to qualify for this position under the third option under the Selection Requirements, did you specify in your application information which building projects exceeded \$1 million?
Yes No
- * Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

INFORMATION SYSTEMS ANALYST I

SALARY: \$5,177.82 - \$6,790.10 Monthly
\$62,133.84 - \$81,481.20 Annually

OPENING DATE: 03/30/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

Los Angeles County
DEPARTMENT OF

Human Resources



FIRST DAY OF FILING:
March 31, 2016 at 8:00 AM

EXAM NUMBER:
R2590K

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

TYPE OF RECRUITMENT:
Open Competitive Job Opportunity

DEFINITION:

Under close supervision, using established procedures, defines and analyzes requirements and business functions, defines functional system specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.

CLASSIFICATION STANDARDS:

Incumbents in this sub-journey level class perform systems analysis and design within a limited framework using basic systems design techniques and analysis tools. Incumbents possess a basic understanding of business functions and have the ability to perform all phases of systems analysis and development including the preparation of general systems design documents, the testing of a complete small system or a component or module of a larger system, and the monitoring of existing application systems functionality. Incumbents must possess good oral communication skills in order to articulate program specifications effectively and train others in the use of application systems. Information Systems Analysts are distinguished from Application Developers in that they generally do not perform programming duties and are not required to have programming knowledge and experience.

ESSENTIAL JOB FUNCTIONS:

Assists in eliciting and documenting user requirements for new systems and system enhancements.

Documents functional and technical requirements following established procedures.

Completes change management documentation and coordinates approvals under the guidance of a higher level information systems analyst.

Participates in user interviews, performs workflow analysis, and assists in defining project scope and objectives.

Assists in the research of commercial software to identify products that might meet departmental requirements; helps analyze and document products' ability to meet user, functional, and technical requirements.

Under guidance, evaluates impact of solution alternatives, performs cost/benefit analysis, analyzes constraints, and assesses risk to support go/no go and build/buy decision-making.

Assist in the development of systems design documents, such as feasibility studies, for new applications and/or enhancements.

Assists in the preparation of detailed specifications, addressing scope and boundaries of the system, data requirements, algorithms, user functions, forms and reports, workflow, interfaces, security, audit trails, and business continuity requirements.

Assists in the development and maintenance of project plans; assists in coordinating project reporting.

Assists in the development of test scenarios; under guidance, prepares user acceptance test documentation and collaborates with system users to conduct user acceptance testing.

Assists in the maintenance and support of existing applications in accordance with systems development methodology.

Assists in the preparation of technical systems documentation, user manuals and on-line help.

Assists in the monitoring of systems compliance with established IT policies, procedures, guidelines, plans and standards.

Assists in the analysis and resolution of application problems.

Installs software in support of business applications as needed.

Assists in the preparation of hardware and software specifications for procurement as needed.

Assists in the monitoring of contractor performance as needed.

REQUIREMENTS:

SELECTION REQUIREMENTS:

OPTION I: Graduation from an accredited college or university with a bachelor's degree or higher in Computer Science, Information Systems, or a closely related field.

OPTION II: One (1) year of experience in information systems analysis and design within the past three (3) years in a centralized* information technology organization.

PHYSICAL CLASS:

2 - LIGHT: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

SPECIAL REQUIREMENT INFORMATION:

***Centralized IT organization** is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or, at Sheriff Department, the coordinated executive command structure) for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering:

- Reading Comprehension
- Data Analysis and Decision Making/Mathematics

- Written Expression
- Deductive Reasoning
- Professional Potential
- Achievement
- Independence
- Influence
- Confidence and Optimism
- Reliability

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

TRANSFER OF SCORES:

Applicants that have taken identical test parts for other exams within the last twelve(12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

NOTE: Invitation letters to the written test may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add ecervantes@hr.lacounty.gov and info@governmentjobs.com to your address book of approved senders to prevent email notifications from being filtered as spam/junk mail.

Candidates must score of 70% or higher on the examination in order to be placed on the Eligible Register.

Final results will be sent via United States Postal Service (USPS) mail. Written test scores cannot be given over the telephone.

TEST PREPARATION:

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources Website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.

You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group and will remain on the register for a period of 12 months following the date of promulgation. Applications will be processed on an as received basis and promulgated to the eligible register accordingly.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

VACANCY INFORMATION:

The resulting eligible register from this examination will be used to fill vacancies at various Los Angeles County departments.

AVAILABLE SHIFT: ANY

APPLICATION AND FILING INFORMATION:

Fill out your application and supplemental questionnaire completely. Applications must be filed **online only**. Applications submitted by U.S. Mail, Fax or in person will NOT be accepted. Any required documents must be submitted within fifteen (15) calendar days from application submission. Applications must be filed online at <http://hr.lacounty.gov>.

Apply online by clicking on the "**Apply**" tab for this posting. You can also track the status of your application using this web site.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your

employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

*In order to receive credit for Bachelor's Degree or higher degree, you must **attach** a legible copy of your "official" diploma, "official" transcripts, or "official" letter from an accredited institution which shows the area of specialization at the time of filing or within (15) calendar days from application submission. If you are unable to attach the required documents, you must either email to ecervantes@hr.lacounty.gov or fax to (213) 380-3681. Please include exam number and exam title.

IMPORTANT NOTES:

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION**.
- Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

SOCIAL SECURITY NUMBER: All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be complete on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID, E-MAIL AND PASSWORD: All applicants must file their application using their own user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT NAME: Elia Cervantes
DEPARTMENT CONTACT PHONE: (213) 738-2037
DEPARTMENT CONTACT EMAIL: ecervantes@hr.lacounty.gov
CALIFORNIA RELAY SERVICES PHONE: (800) 735-2922
ADA COORDINATOR EMAIL: adarequests@hr.lacounty.gov
TELETYPE PHONE: (800) 899-4099
ALTERNATE TELETYPE PHONE: (800) 897-0077

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below: http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #R2590K
INFORMATION SYSTEMS ANALYST I
EC

Los Angeles, CA 90010

INFORMATION SYSTEMS ANALYST I Supplemental Questionnaire

* 1. ISA I Supplemental Questionnaire

The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. **Comments such as "see resume or application" will not be considered as a response.** Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

☐ I understand the above information and instructions

* 2. Which of the following best describes your level of education?

- ☐ High School Diploma or equivalent
- ☐ Some college, training, or certificate
- ☐ Associate's degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate degree

* 3. Which of the following best describes your **area of specialization** for your Bachelor's degree or higher?

- ☐ Computer Science
- ☐ Information Systems
- ☐ Computer Engineering
- ☐ Closely Related Field
- ☐ Other
- ☐ Not Applicable

* 4. If you have a "*Closely Related Field*" degree, or if your degree is not listed above, please indicate your area of specialization for your Bachelor's degree or higher: (Indicate "N/A", if Not Applicable):

* 5. How many years of experience do you have in a centralized information technology organization within the last three (3) years in information systems analysis and design? ****Centralized IT organization** is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or, at Sheriff Department, the coordinated executive command structure) for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.

- ☐ I do not have experience in this area
- ☐ Less than 1 year of experience
- ☐ At least 1 year of experience

☐ More than 2 years of experience

- * 6. Please describe your experience in information systems analysis and design, and include details about the specific tasks and duties you performed **(for the experience listed, provide your job title, beginning and end dates, and name of employer as reflected on your application)**.

- * 7. To receive credit for any of the following, you must attach a legible copy of supporting documentation **at the time of filing or submit within fifteen (15) calendar days from application submission to ecervantes@hr.lacounty.gov or fax to (213) 380-3681.**
 - A Bachelor's degree or higher in Computer Science, Information Systems, or a closely related fieldI understand these requirements.

☐ Yes
☐ No

* Required Question

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
AMERICAN INDIAN COUNSELING CENTER**

**TRANSFER OPPORTUNITY
INTERMEDIATE TYPIST CLERK**

The American Indian Counseling Center is seeking a highly qualified individual to fulfill the responsibilities of an Intermediate Typist Clerk (ITC). This position reports directly to the Mental Health Clinical Program Head and will work closely with the agency clinicians. The person selected for this position will be located at the Cerritos office.

Candidates should possess qualities such as:

- Good attendance
- Excellent oral and written communication
- Ability to work effectively in a team setting or independently
- Interpersonal skills, and self motivation
- Flexibility
- Adaptability
- Ability to prioritize assignments and meet deadlines
- Good working knowledge of computer software (e.g. Excel, Microsoft Word, and Outlook) is a plus

Desirable Qualifications:

- Personal or lived experience and/or knowledge working with the Native American Indian Community
- Knowledge of Native American Indian community resources and organizations in L.A. County

Interested applicants who are currently holding the payroll title of ITC may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards to:

Azucena Salazar

17707 Studebaker Rd. #208, Cerritos, CA 90703

Fax: (562) 467-7478

E-mail: AzSalazar@dmh.lacounty.gov

Documents must be received by March 25, 2016!

All materials submitted by employee will be evaluated. The most qualified employees will be contacted for an interview. The interview process will be used to determine the final selection. Before extending an offer to candidates, the offer must first be cleared by the Personnel Section.

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

INTERMEDIATE TYPIST CLERK

Long Beach Child and Adolescent Program in Long Beach is seeking a highly qualified individual for our child and adolescent clinic. This individual must possess the ability to function fluidly in a fast paced, mental health clinic environment and must be skilled at providing customer service.

EXAMPLES OF DUTIES:

- Manage the busy phones in this child crisis clinic and keep track of staff in order to effectively transfer calls.
- Possess the ability to learn and follow the clinic's policies and procedures with respect and courtesy.
- Confirm doctor's and clinician's appointments.
- Engage in faxing, filing, scanning and organizing projects.
- Possess a strong knowledge of computer programs: Word, Excel, Outlook, IBHIS (Integrated Behavioral Health Information System).
- Posting in AVATAR .
- Maintain a neat and orderly lobby and play room.

DESIRABLE QUALIFICATIONS:

- Bilingual – Spanish is a plus
- Ability to multi-task, prioritize, organize to meet deadlines for assignments and audit compliance
- Strong verbal and written communication skills
- Being highly motivated and possessing a strong work ethic
- Ability to work independently and as a team player
- Strong customer service skills

Interested individuals currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail or fax their resume, master timecard – 2 years, and last 2 performance evaluations to:

Heather Jensen, Ph.D.
Mental Health Program Head
Long Beach child and Adolescent Program
hjensen@dmh.lacounty.gov
(562) 599-9271 Fax: (562) 218-6578

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

INTERMEDIATE TYPIST CLERK

Women's Community Reintegration Program is seeking a highly qualified individual for our women's directly operated clinic. This individual must possess the ability to function fluidly in a fast paced, mental health clinic environment and must be skilled at providing customer service.

EXAMPLES OF DUTIES:

- Manage the busy phones in this clinic and keep track of staff in order to effectively transfer calls.
- Possess the ability to learn and follow the clinic's policies and procedures with respect and courtesy.
- Confirm doctor's and clinician's appointments.
- Engage in faxing, filing, scanning and organizing projects.
- Possess a strong knowledge of computer programs: Word, Excel, Outlook, IBHIS (Integrated Behavioral Health Information System).
- Posting in AVATAR .
- Provide back up as needed to other clerical staff processing financial paperwork or assisting psychiatrists.

DESIRABLE QUALIFICATIONS:

- Bilingual – Spanish is a plus
- Ability to multi-task, prioritize, organize to meet deadlines for assignments and audit compliance
- Strong verbal and written communication skills
- Being highly motivated and possessing a strong work ethic
- Ability to work independently and as a team player
- Strong customer service skills
- Trained in IBHIS and currently providing posting support to clinical staff.

Interested individuals currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail or fax their resume, master timecard – 2 years, and last 2 performance evaluations to:

Kia Glymph, Intermediate Supervising Typist Clerk
Women's Community Reintegration Program
kglymph@dmh.lacounty.gov
(562) 599-9271 Fax: (562) 218-6578

COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
Long Beach Child and Adolescent Program
CalWORKs Unit
TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

Medical Case Worker I/II

The Long Beach Child and Adolescent Program CalWORKs unit is an outpatient program in service area 8 which is located in Long Beach. A position is now open for a Bilingual Spanish-speaking Medical Case Worker I/II to serve as a Case Manager/Employment Specialist. The program provides psychosocial evaluations, case management, Individualized Placement and Support (IPS) for Supported Employment, individual psychotherapy, and skills groups for adults with mental health problems.

EXAMPLES OF DUTIES:

- Function as a member of a multidisciplinary assessment and treatment team
- Work collaboratively with GAIN/DPSS (GSW) program representatives; scheduling assessments
- Carries a case management and IPS Supported Employment Client caseload.
- Lead/Co-lead Life Skills and Rehabilitation Groups
- Assessing and developing individual employment plans with clients
- Fifty percent of time spent engaging in field based services focused on job development with potential employers, job search, resume building activities with clients, attending job fairs, collaboration with employment centers and resources
- Assist with intakes for new clients
- Assist with SSI application process
- Attend staff, quarterly and monthly CalWORKs providers meetings
- Provide linkage to educational, vocational, housing and other community resources/agencies
- Adhere to evidence –based IPS model and related documentation

DESIRABLE QUALIFICATIONS:

- Clinical background with adults
- 1 year case management experience; experience with educational, SSI, vocational, housing and linking to other community resources/agencies is desirable
- Must have bilingual skills in Spanish

Interested individuals holding title to the above position should **email** their resume and last two Performance Evaluations on or before **April 20, 2016 to:**

Sofia Mendoza, LCSW
Mental Health Clinical Supervisor
Long Beach Child and Adolescent Program
CalWORKs
240 E. 20th St.
Long Beach, CA 90806
EMAIL: emendoza@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEM OF CARE
CHILD WELFARE DIVISION**

TRANSFER OPPORTUNITY



Mental Health Clinical Supervisor

The Child Welfare Division is seeking to co-locate a Mental Health Clinical Supervisor at the Martin Luther King, Jr. Medical Hub. The individual selected for this position will supervise clinical staff that delivers mental health services to children and youth who are in or are at risk of entering the child welfare system and will coordinate activities with staff from other departments who are stationed at the Hub.

EXAMPLE OF DUTIES:

- ❖ Assists the Program Head in program planning, development and implementation.
- ❖ Hires, trains, and provides direct clinical and administrative supervision of co-located clinicians.
- ❖ Conducts quality assurance activities to ensure that mental health services are being delivered consistent with County and State regulations.
- ❖ Develops and maintains a tracking system to record program activities.
- ❖ Serves on various inter-agency committees and workgroups to coordinate the expansion of clinical staff co-located in the Medical Hub Clinics throughout Los Angeles County.

DESIRABLE QUALIFICATIONS:

- Strong organizational skills;
- Excellent verbal and written communication skills;
- Flexibility and willingness to work in a fast paced environment;
- Ability to work with staff from various County departments;
- Willingness to travel Countywide;
- Familiarity or experience with DCFS;
- Child mental health experience;
- Skilled in working with MS Office, i.e., Word, SRTS, Avatar, and Outlook.

Interested applicants who are currently holding the payroll title of MHSC may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, April 8th, 2016 to:**

**Nicole Raymond
Telephone: (310) 668-3602
Fax: (310) 604-3603**

Nraymond@dmh.lacounty.gov

600 S. Commonwealth Ave., 6th floor, Los Angeles, CA 90005

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEMS OF CARE BUREAU – SA 3 ADMINISTRATION**



Mental Health Service Coordinator I

The Children's Systems of Care Bureau – SA 3 Program Administration is recruiting a Mental Health Service Coordinator I (MHSCI) to join the SA Administrative team and serve as the PEI Service Coordinator. We are looking for an enthusiastic professional who can serve as liaison between providers, the SA3 Administrative Team, and the age leads responsible for each EBP.

ESSENTIAL JOB DUTIES:

- Works with SA contract monitors to ensure that the Legal Entities providing PEI Evidence-Based Practices (EBPs) are doing so according to contract, and with fidelity to the model.
- Tracks providers' EBP certification process - processes additions/deletions of EBPs by providers.
- Follows up regarding Plan of Corrections with SA providers via phone and/or e-mail as a result of PEI site visits, reviews and/or written materials.
- Works with the SA contract monitors to provide information affecting the delivery of a particular EBP in SA.
- Represents SA at PEI meetings.
- Provides PEI updates at SA meetings, i.e. SAAC, QIC, Provider's Meeting.
- Provides updates to SA Administrative team regarding PEI changes/issues and/or concerns.
- Attends all PEI pre-meetings and Site Visits for SA3.

DESIRABLE QUALIFICATIONS:

Knowledgeable regarding EBPs and PEI services
Strong multi-tasking and organizational skills.
Strong verbal and written communication skills.
Strong computer skills including ability to utilize Microsoft Word/Excel and online tracking systems.

Interested applicants holding the payroll title of MHSCI should submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards by April 8, 2016 to:

**Alfredo B. Larios, LCSW
(213) 739-5455**

Fax: (213) 252-0237 E-mail: alarios@dmh.lacounty.gov

600 South Commonwealth Avenue, 6th Floor, Los Angeles, CA 90005

Currently the SA 3 Administration Team is located in the downtown area, but will be moving to the San Gabriel Valley within the next 12 months.

**AN EQUAL OPPORTUNITY EMPLOYER
THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN**

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH

Children's Countywide Services Division

TRANSFER OPPORTUNITY
BILINGUAL PSYCHIATRIC SOCIAL WORKER (PSW) II OR
MENTAL HEALTH CLINICIAN (MHC) II

The Children's Systems of Care, Countywide Services Division is seeking an energetic and experienced *bilingual (Spanish/English)* clinician for the **SPECIALIZED LINKAGE SERVICES UNIT**. This position is located at 600 S. Commonwealth, Los Angeles, CA 90005 and includes field assignments to psychiatric hospitals, foster and group home placements visitations for Child and Family Team Meetings. As a member of this team, your duties may include, but are not limited to the following:

- Moderating discharge planning teleconferences in collaboration with DCFS and Probation for psychiatrically hospitalized youth
- Performing liaison tasks for various psychiatric hospitals, both within Los Angeles County and possibly neighboring counties by monitoring all psychiatric hospital admissions and discharges of Los Angeles County Medi-Cal recipients
- Participating in case consultations with hospital staff, service providers and colleagues
- Linking to, and ensuring engagement in, appropriate mental health and adjunct services
- Providing follow up services to evaluate quality of current mental health services to assist with decreasing the frequency of recurrent psychiatric hospitalizations
- Troubleshooting barriers to appropriate hospitalization for minors placed in emergency rooms and adult facilities
- Actively participate in the planning and implementation of a Child and Family Team pilot project

Required qualifications are as follows:

- Fully bilingual in Spanish /English
- Experience providing direct clinical services to children and families that are DCFS-involved
- Experience performing case management and linkage duties
- Experience completing DMH documentation in a manner that is consistent with Medi-cal guidelines
- Experience documenting clinical data in the Integrated Behavioral Health Record System (IBHIS)

Desirable qualifications include:

- Familiarity with the Katie A. Settlement Agreement and its related initiatives
- Ability to function as an integral part of a multidisciplinary team
- Ability to work independently and with minimal instruction
- Flexibility and adaptability with regard to diverse work assignments

All interested and qualified candidates who currently hold a payroll title of PSW II or MHC II, please send your resume, last two Performance Evaluations and Master Time Cards for the last two years to the attention of **Renee Thompson via fax: (213) 252-0230 or via email: rthompson@dmh.lacounty.gov** . The deadline for submitting documents is April 8th by 4:00pm.

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 2
Valley Coordinated Children's Services in Reseda, CA**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

Spanish Speaking PSYCHIATRIC SOCIAL WORKER I or II

Valley Coordinated Children's Services is a child and adolescent crisis intervention and intensive outpatient mental health clinic located in the San Fernando Valley with an opening for a Psychiatric Social Worker I or II. The Psychiatric Social Worker I or II works as part of an interdisciplinary team to stabilize, diagnose, treat, and advocate for youth and families who present in acute crisis.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Function as the On-Duty Therapist to receive incoming crisis calls & provide crisis assessment services
- Provide intensive outpatient mental health treatment services including crisis intervention & stabilization services
- Engage with client & family members to include them all in a cooperative treatment process, provide psycho-education, imbue hope, & generate a clinical & diagnostic picture of their needs.
- Maintain client charts, complete initial assessments & keep up with heavy and detailed DMH documentation requirements
- Maintain a caseload
- Provide case management
- Advocate for clients within systems such as schools, DCFS, Regional Center, etc.
- Link and connect consumers to viable and appropriate resources.

DESIREABLE QUALITIES:

- Experience working effectively within a multi-disciplinary team;
- Ability to be flexible with evolving programs and work duties;
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies and consumer partners;
- Superior time management skills;
- Ability to be flexible;
- Ability to problem solve while working under pressure.
- Bilingual in Spanish/English desirable, not required.

Individuals currently holding the title of Psychiatric Social Worker I or II or who are currently on a Psychiatric Social Worker I or II certification list are encouraged to submit their resume to the address below. Please submit resume and Performance Evaluations for the last 2 years.

Fax or Email information to:

Stacy Becker, Psy.D.

sbecker@dmh.lacounty.gov

Phone number: (818) 708-4500 *** Fax number: (818) 654-1956

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEM OF CARE
CHILD WELFARE DIVISION**

TRANSFER OPPORTUNITY



Psychiatric Social Workers II - Spanish Speaking

The Child Welfare Division is seeking to co-locate Psychiatric Social Workers for the following Medical Hubs: High Desert Regional Center in Lancaster and Harbor UCLA Medical Center in Torrance. The individuals selected will deliver mental health services to children and youth who are in or are at risk of entering the child welfare system.

EXAMPLE OF DUTIES:

- ❖ Provide assessments, screenings, consultations, crisis interventions, triage, referrals, and linkage services to children, youth, and their families.
- ❖ Actively participate in multidisciplinary meetings with professional members that include: staff from Department of Health Services (DHS), Department of Children and Family Services (DCFS), Department of Public Health (DPS), Law Enforcement Agencies, DMH Specialized Foster Care, and Mental Health Providers.
- ❖ Consult with Psychiatric Mobile Response Team or Law Enforcement to assist in acute or urgent issues.

DESIRABLE QUALIFICATIONS:

- Strong organizational skills;
- Excellent verbal and written communication skills;
- Flexibility and willingness to in a fast paced environment;
- Ability to work as a team member and collaborate;
- Familiarity or experience working with DCFS or in health settings;
- Child mental health experience;
- Skilled in working with IBHIS, MS Office, i.e., Word, SRTS, Avatar, and Outlook.

Interested applicants who are currently holding the payroll title of PSW II may submit their resume, last two (2) performance evaluations, last two (2) years of master time cards and bilingual certificate **by 5:00 PM on Friday, April 8, 2016 to:**

Nicole Raymond
Telephone: (310) 668-3604
Fax: (310) 604-3603
nraymond@dmh.lacounty.gov



POSITION TITLE: SENIOR NETWORK COMMUNICATIONS ENGINEER

SALARY: \$6,608.45 - \$8,667.18 Monthly

OPENING DATE: 03/24/2016

CLOSING DATE: Continuous

EXAM: R9583A

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

**This position may close at any time based on needs of the Court.
Applicants are encouraged to apply promptly.**

Los Angeles Superior Court is seeking dynamic, well-qualified, and highly-motivated individuals to fill the positions of Senior Network Communications Engineer in the areas of Cisco enterprise VoIP systems and local and wide-area communication network (LAN/WAN) infrastructure.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities, and 118 law enforcement agencies countywide.

The Senior Network Communications Engineer is the expert-level classification in the Network Communications Engineering series. Assignments have significant scope and organizational impact and involve difficult and very complex technical support issues to the Court Voice Over Internet Protocol (VoIP) telephone and communications systems and local and wide-area communication network (LAN/WAN) infrastructure to ensure network communications systems fulfill court and inter-agency telephony and network communications needs.

EXAMPLES OF ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS:

- Design and develop plans for expansions, upgrades and additions to the court's network infrastructure and architecture.
- Oversee the installation, configuration, testing and troubleshooting of telephony and networking components.
- Plan, create and execute tests and reports of VoIP and network systems performance. Designs and executes studies to optimize the efficiency, availability and functionality of communications networks.
- Ensure the security of network communications systems.
- Obtain and analyze information from network communications system end-users, including staff, management and judicial officers, to document their business processes and functional requirements as they relate to telephony and networking enhancements and reporting.
- Attends meetings and/or serves on committees and workgroups to serve as the network communications expert on the Court's network topology.
- Create and maintain topology diagrams and technical documentation (e.g. Visio network diagrams, Excel spreadsheet inventories, and technical policies) describing current and projected network configurations, network mappings, and network processes.

VoIP

- Supervise and lead the design, development, implementation, administration and troubleshooting of a large, Cisco-based enterprise network/telephony platform of approximately 8000 handsets and 17,000 phone lines.
- Investigate and resolve difficult and very complex ("Level 2", and "Level 3") technical support issues related to the court's Voice Over Internet Protocol (VoIP) telephone and communications systems.
-

LAN/WAN Communication Network Infrastructure

- Provide expert-level analysis, policy development, and decision-support regarding the planning, design, optimization, and evaluation of the court's network communications infrastructure and associated network and telephony services.
- Investigate and resolve difficult and very complex ("Level 2", and "Level 3") technical support issues related to the court's local and wide-area communication network (LAN/WAN) infrastructure.
- Oversees the deployment of routers, switches, firewalls, wireless bridges, and wireless access points to support the court's Cisco enterprise VoIP systems and LAN/WAN.

MINIMUM

To qualify, you must meet one of the following options at the time of filing:

OPTION 1:

Possession of a current, valid, journey-level professional certification** in the fields of voice/data networking or network security as applicable to a large, enterprise voice/data network comprised of Cisco Systems-based equipment, such as the Cisco Certified Network Associate (CCNA) **-AND-** at least five years of recent experience* in VoIP and/or LAN/WAN design, configuration, or administration.

OPTION 2:

Possession of a current, valid, expert-level professional certification** in the fields of voice/data networking or network security as applicable to a large, enterprise voice/data network comprised of Cisco Systems-based equipment, such as the Cisco Certified Network Professional (CCNP) **-AND-** at least three year of recent experience* in VoIP and/or LAN/WAN design, configuration, or administration.

OPTION 3:

A Bachelor's degree** from an accredited college or university in information systems, information technology, computer science or a closely related field **-AND-** at least three years of recent experience* in VoIP and/or LAN/WAN design, configuration, or administration.

*Recent experience refers to actual practice with a skill or field of knowledge acquired at least within the last three years.

No out-of-class experience will be accepted.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

- A valid California Class C driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
- ****Degree and Certification Verification:** A legible copy of your certification and/or college diploma **-OR-** official transcripts with the degree posted from the college or university must be submitted within ten business days from the date your online application was filed. Otherwise, your application materials will be deemed incomplete and rejected accordingly.

Documentation may be submitted as follows:

- As an attachment to your on-line application. Attachment(s) must be in Microsoft Word or PDF format and should not exceed 10 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 N. Hill Street Room 203, Los Angeles, CA 90012.

Please include your first and last name and the examination title on any documents attached to your application. The Court will not accept documents submitted by facsimile transmission, emails, or postmarks.

For a list of acceptable accredited institutions or international universities, please visit <http://ope.ed.gov/accreditation>, www.chea.org/search, or <http://whed.net/home.php>. Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. For a list of acceptable evaluation agencies, please visit www.naces.org or <http://aice.dharman.net>. Foreign studies submitted without acceptable evaluation will be deemed incomplete and rejected accordingly.

DESIRABLE QUALIFICATIONS:

The ideal candidate will possess the following desirable qualifications:

Senior Network Communications Engineer (VoIP):

- Senior level experience with Cisco Unified Communication Solutions. CUCM and CUC version 9 or above.
- Experience with voice gateways including H.323, SIP and MGCP protocol experience.
- Ability to effectively troubleshoot Cisco IOS SIP gateways and TDM trunks.
- Strong knowledge with Cisco WebEx, TelePresence, and/or Contact Center.
- Strong knowledge of Cisco switching.
- Strong knowledge of Cisco TCL scripting.
- Strong knowledge of Multicast routing.
- Knowledge of EIGRP, BGP, or OSPF routing, real-time protocols for voice (Skinny, SIP, H.323, MGCP).

- Demonstrable and consistent history of successful project engagements on an enterprise scale.
- Strong organizational, verbal and written documentation skills.
- Work well in a team environment.
- Knowledge of theory and principles of project management.

Senior Network Communications Engineer (NETWORK)

- Senior level experience with configuring Cisco Networking devices - switches, routers and chassis.
- Strong knowledge of complex Cisco routing and switching environments.
- Strong knowledge of Cisco routers/ASRs, Catalyst switches, Nexus 7/5/2k, Cisco Wireless.
- BGP, OSPF, EIGRP, DNS, DHCP, proxies (forward and reverse), security protocols (IPSec, SSL, etc.), time protocols (e.g. NTP), tag and label switching.
- Strong knowledge of communications protocols including MPLS, DWDM, OC carrier, BRI/PRI, MPLS, SONET, T1, DS3, PPP, VPN/DMVPN, etc.
- Experience with the design, provisioning and troubleshooting of WAN and LAN connectivity technologies.
- Knowledge implementing and supporting SNMP, RADIUS, TACACS, SYSLOG Experience with access control list (ACLs), VRF, Port Security, Traffic Shaping, Priority Queuing, Class of Service (CoS), Quality of Service (QoS) and IP routing.
- Knowledge of F5 Load Balancers.
- Knowledge of network protocol analyzers.
- Strong knowledge of Cisco firewalls.
- Demonstrable and consistent history of successful project engagements on an enterprise scale.
- Strong organizational, verbal and written documentation skills.
- Work well in a team environment.
- Knowledge of theory and principles of project management.

EXAMINATION

INFORMATION:

PHASE I: Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire. The applicants with the highest qualifications as determined by this evaluation process will be invited to participate in the examination process.

PHASE II: Oral examination interview, weighted 100%, covering education, experience, technical knowledge and general ability to perform the duties of the position.

APPLICATION and FILING INFORMATION:

Application may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add info@governmentjobs.com to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be e-mailed to mpenate@lacourt.org.

WHAT TO EXPECT NEXT:

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination phase(s) will be placed on an eligible list good for one year and other vacancies may be filled using this list.



Exam #R9583A
Senior Network Communications Engineer

Applications may be submitted online at www.lacourt.org
OR via the HR computer kiosk at
Los Angeles Superior Court
Human Resources Administration
111 N. Hill Street, Room 203
Los Angeles, CA 90012



Senior Network Communications Engineer Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated to determine your eligibility to participate in Part II of the examination process. **All questions must be answered.** You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification.

☐ Please check the box to indicate you have read and understood the instructions.

- * 2. Please select which of the following positions you wish to be considered for.

If you select the VoIP position, please answer questions 3-6.

If you select the Network Communications position, please answer questions 7-10.

- ☐ VoIP Position
☐ Network Communications
☐ None of the Above

3. IF YOU ARE APPLYING FOR THE VoIP POSITION, PLEASE ANSWER QUESTIONS 3-6.

Please describe your **VoIP** work experience. a) Be specific as to position(s) held b) areas and scope of responsibilities c) name and size of organization d) dates of employment e) number of hours worked per week f) and other relevant factors that demonstrate your qualifications for this position

4. Describe your experience with Cisco Unified Communications solutions: a) including the version(s) b) your role and responsibilities with CUCM, Unity, Telepresence, WebEx, and Contact Center
5. Describe an incident or situation where you found yourself without specific technical knowledge needed to perform a task essential to your project. Explain what you did.
6. Describe your most challenging VoIP deployment project that you had to overcome and describe overall outcome of the project.

7. IF YOU ARE APPLYING FOR THE NETWORK COMMUNICATIONS POSITION, PLEASE ANSWER QUESTIONS 7-10.

Describe the network environments you manage and maintain. List your experience with wireless controllers, switches, routers, and firewalls on that network.

8. Describe an instance where you provided technical direction and network engineering knowledge to a project activity that included planning, designing, upgrading, testing, configuring, and installing of network equipment in a large enterprise network.
9. Describe your approach to remediating performance and network design issues. Please provide two examples.
10. Describe your most challenging network-engineering project that you had to overcome and describe overall outcome of the project.

* Required Question

COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH

**CHILDREN'S SYSTEMS OF CARE
SERVICE AREA 4 – SPECIALIZED FOSTER CARE PROGRAM**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

SENIOR TYPIST CLERK

The Specialized Foster Care Program in Service Area 4 (Metro North office), located at **1933 S. Broadway, 6th Floor, Los Angeles, CA 90007** is recruiting to fill a Senior Typist Clerk position. We are looking for a highly detailed, motivated individual, who has strong computer skills, data entry experience, and knowledge of DMH financial tasks and duties including posting in the IBHIS system. The candidate should also be skilled at scanning, filing, time management and organization, and willing to collaborate with the DMH and DCFS communities.

EXAMPLES OF DUTIES:

- Set up and update staff information in IBHIS as the Local User Administrator (LUA) for unit, provide trained staff access to IBHIS. Terminate staff in system. Update staff license and schedule information, maintain site information and hours of operation, etc.
- Financial operations of unit. Ensure accurate financial information is obtained by field staff. Enter financial eligibility and related forms in IBHIS. Verify Medi-Cal eligibility. Trouble-shoot Medi-Cal problems using MEDS access. Consult with the Central Business Office (Revenue Management Division) as needed.
- Oversee Medical Records department Ensure organization of Medical Records room and charts, adherence to HIPAA and Medi-Cal requirements, timely scanning and filing of documents and charts, and check-out procedures.
- Processes all IBHIS claims for payment. Pre-Posting Verification report and Attestation Status report, and Appointment Management. Assist staff as needed to complete or correct information prior to post.
- Finalize claims using Post Posting Code Check reports. Work with error correction supervisor, Central Business Office, and Health Information Management Departments. Personally handles Process referrals by DCFS Sensitive Case Unit.
- Process Clinical Feedback Forms. Verify information for each referral/medical record. Prepare paper records for shredding. Follows DMH, State and Federal timelines and guidelines for archiving and destroying old paper records.
- Prepares information and ensures complete information in IBHIS for unit monthly Quality Improvement Committee.
- Other duties as Assigned

DESIRABLE QUALIFICATIONS:

1. Knowledge of Specialized Foster Care a plus
2. Good written and oral communication skills
3. Strong interpersonal skills
4. Strong computer knowledge
5. Knowledge of IBHIS and IS systems and reports

Individuals holding the title of Intermediate Typist Clerk should **fax or e-mail** their resume, last two master time cards, and last two (2) Performance Evaluations **on or before April 8, 2016**.

For Additional Information Please Contact:
Mariette Melkonian, Secretary (213) 763-3155; Fax: (213) 742-7011
E-mail: MMelkonian@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER